

Department of Tax and Revenue

# State Budget Office\*

## Mission

The State Budget Office acts as the staff agency for the Governor in the exercise of his powers and duties under Section 51, Article V, of the state constitution in providing budgetary information and control to all branches of state government in order to assist in making accurate budget decisions and assure compliance with department and government policies.

## Operations

- Prepare the annual executive budget for the Governor.
- Maintain a computerized database of salaried positions in government to ensure that agencies do not overcommit their annual personal services budget.
- Maintain control of the cash flow of the State's General Revenue Fund and Special Revenue Funds through the establishment of quarterly/monthly allotments.
- Maintain control over the quarterly/monthly allotments and expenditure schedules in WVFIMS.

## Goals/Objectives

**Provide useful budgetary information for the Governor and the Legislature to enhance the decision-making process.**

- Produce the Governor's *Executive Budget* document in FY 2005 that meets the GFOA criteria and provides improved reporting of the State's budget.
- Maintain a positive cash flow in order to pay the State's obligations in a timely manner.
- Produce the Governor's budget document in multimedia by continuing its availability on the Web site and CD ROM for FY 2005, thereby reducing printing costs.
- Give selected agencies access to position information management system warehouse to run complex statistical analysis reports from their agency's data—an ongoing project.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2001</u>	<u>Actual</u> <u>2002</u>	<u>Estimated</u> <u>2003</u>	<u>Actual</u> <u>2003</u>	<u>Estimated</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>
<b>Increased Web and CD presentations reduces need for printed copies.</b>						
<i>Executive Budget</i> documents printed	750	625	525	300	300	300

\* Legislation is being submitted to transfer the State Budget Office from the Department of Administration to the Department of Tax and Revenue.

State Budget Office  
**Expenditures**

	TOTAL FTE POSITIONS 11/30/2003	FY 2003 ACTUALS	FY 2004 BUDGETED	FY 2005 REQUESTED	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
State Budget Office	0.00	\$0	\$0	\$0	
Less: Reappropriated		0	0	0	
<b>TOTAL BY PROGRAM</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,050,000</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	10.00
Total Personal Services		0	0	0	450,000
Employee Benefits		0	0	0	110,000
Other Expenses		0	0	0	490,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,050,000</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	7,000,000
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,000,000</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,050,000</b>